1. WELCOME AND INTRODUCTIONS

Steve Read, Designated Head of Service, welcomed everyone to the first meeting of the Gloucestershire Joint Waste Committee.

2. APPOINTMENT OF CHAIRMAN

Councillor Martin Quaile, (Forest of Dean District Council), was elected Chairman of the Gloucestershire Joint Waste Committee. Proposed by Councillor Ray Theodoulou; Seconded by Councillor Stan Waddington.

3. APPOINTMENT OF VICE CHAIRMAN

In his absence, Councillor Roger Whyborn, (Cheltenham Borough Council), was elected Vice Chairman of the Gloucestershire Joint Waste Committee. Proposed by Councillor Martin Quaile; Seconded by Councillor Stan Waddington. Councillor Steve Jordan, (Cheltenham Borough Council), agreed to notify Councillor Whyborn of the appointment.
4. **APOLOGIES**

Apologies were received from: Councillor Roger Whyborn, (Cheltenham Borough Council); Councillor Barry Gibbs, (Cotswold District Council), Ross Cook, (Gloucester City Council); Jo Walker, (Gloucestershire County Council), and Andy Pritchard and Scott Williams of the Joint Waste Team.

5. **DECLARATIONS OF INTEREST**

Councillor Ray Theodoulou, declared a personal interest in the meeting as Cabinet Member for Finance and Change at Gloucestershire County Council, and as a Cotswold District Councillor.

6. **MINUTES**

The minutes of the Shadow Joint Waste Board Meeting on 7 March 2013 were confirmed and agreed as a correct record of that meeting.

7. **GLOUCESTERSHIRE JOINT WASTE PARTNERSHIP - END OF PROGRAMME REPORT**

Peter Hibberd, (Strategic Director at Forest of Dean District Council), presented the concluding report for the Gloucestershire Joint Waste Programme. The report signified the final chapter in the establishment of the new committee, and made references to the successes of the programme; an acknowledgement of lessons learnt; key observations, and the transfer of issues from the outgoing Shadow Joint Waste Board to the new committee.

In presenting the report, Peter Hibberd was able to confirm no outstanding elements of risk; nor any significant issues other than those that would form part of the work of the new committee. On noting this position, it was suggested that the proposal to accept the issues and risks for management by the committee was no longer a requirement, and that the committee consider deleting part b) of the recommendation. This was agreed, and the committee;

**RESOLVED to**

- a) accept the report,
- b) delete the proposal to accept the issues and risks for management by the committee

Having completed the transfer of responsibility to the Joint Waste Committee, tributes were made to Shadow Board Member, Ralph Young (Cotswold District Council) and to Programme Manager, Andrew Logan, for their invaluable contributions to completing the programme.
8. APPROVAL OF THE GLOUCESTERSHIRE JOINT WASTE COMMITTEE
BUSINESS PLAN 2013/16

Steve Read, Head of Service for the Gloucestershire Joint Waste Team, presented the First Joint Business Plan of the Gloucestershire Joint Waste Committee, (covering the period 2013 to 2016), and reminded members that, earlier in the year, the Shadow Board had endorsed a draft version of the plan. Subject to a few slight changes, the Head of Service proposed that the committee adopt the updated version of the plan as the mandate from which to consider the committee’s key priorities and actions for the next five years, and from which to make its decisions in accordance with governance and budgetary principles on behalf of the participating authorities. One change related to adoption of the title ‘Joint Waste Team’ for Joint Waste Management Unit.

As a requirement of the Inter Authority Agreement, the business plan will help formulate decisions concerning the recycling, waste collection and street cleansing services for the three representative district and borough councils of Cheltenham Borough Council, Cotswold District Council and Forest of Dean District Council, and in delivering household recycling centres, waste treatment and disposal for the County Council.

The Head of Service gave a verbal update on the current position of the appeal by Urbaser Balfour Beatty against the refusal of a planning application for an energy-to-waste facility at Javelin Park. A Planning Inquiry would be held in late autumn, with recommendations from the Planning Inspector to the Secretary of State in the New Year. The Secretary of State’s decision is not anticipated until the summer of 2014.

Outlining the key priorities for the period 2013/14 and referring to the budgetary framework as set in the Inter Authority Agreement, the Head of Service suggested that the Joint Waste Committee meetings be held around specific months of the year from which a formal business forward plan would be set up and updated. It was noted that the next draft budget would be considered at a meeting in December, with approval of the final budget and business plan for 2014/19, in February 2014. Any points raised in relation to the current plan would be carried forward to the next plan.

Referring members to the appendices attached to the end of the report; 1 (Business Plan 2013-16); 2 (Action Plan); 3A (Risk Register) and 3B (Risk Register Matrix), the Head of Service moved the recommendations for the plan as presented at this meeting, and the committee,

RESOLVED to

   a) Adopt the Business Plan, Action Plan and Risk Register;

   b) Accept the issues and risks for management by the committee, and

   c) Provide any suggestions for improvement or inclusion in the Draft Plan 2014-17

Proposed by Councillor Ray Theodoulou; Seconded by Cllr Steve Jordan
9. PROCUREMENT OPTIONS FOR THE TREATMENT OF FOOD AND GARDEN WASTE

Steve Read, Head of Service for the Gloucestershire Joint Waste Team, presented a shortened version of the presentation he had given at the previous meeting, regarding the procurement strategy for food waste and co-mingled food and garden waste in Gloucestershire. Noting the recommendations referred to during the previous meeting, the Head of Service said that the committee’s decision would be considered at the cabinet meeting in September, followed by commencement of the procurement and completion of the tendering process by October 2014.

Several members expressed concern about the proposed percentage splits and criteria of the evaluation framework at table 4.2 of the report. One member suggested that the split be changed from 40/60 per cent to 50/50 per cent, and that recommend b) of the proposals be amended to reflect this decision. Proposed by Councillor Steve Jordan; Seconded by Councillor Stan Waddington. A vote was taken and members agreed to amend the split from 40/60 to 50/50 per cent.

On voting on the recommendations, (as amended), the committee,

**RESOLVED to:**

- a) Endorse the food and garden waste procurement strategy set out in this report to deliver treatment capacity (in-vessel composting and/or anaerobic digestion) for Gloucestershire’s municipal food and co-mingled food and garden waste;

- b) Endorse the evaluation framework outlined in the report and propose a preferred approach to Gloucestershire County Council to commence procurement and invite tenders for the treatment of Gloucestershire’s municipal food and co-mingled food and garden waste; and

- c) Request Gloucestershire County Council to delegate authority to the Joint Waste Team Head of Service in consultation with Gloucestershire County Council’s Strategic Finance Director and Cabinet Member for Finance and Change, and the Chairman of the Joint Waste Committee to make amendments to the evaluation criteria, provided these do not materially affect the general strategic approach recommended by the Joint Waste Committee.

10. DELEGATION TO HEAD OF SERVICE

Head of Service, Steve Read, presented the Scheme of Delegation that had been circulated with the agenda, and advised members that, in accordance with Regulation II of the Local Authorities, Arrangements for the Discharge of Functions (England) Regulations 2000, the Joint Waste Committee was able to delegate any of its functions to a sub-committee or officer.
Having considered the Scheme of Delegation in detail, the committee: -

**RESOLVED to delegate to the Head of Service:**

1) Authority to act on behalf of the Joint Waste Committee, or any sub-committee of the Joint Waste Committee, in managing the staff and services for which the Head of Service is responsible under the Inter Authority Agreement for providing to the Joint Waste Committee and for all related decisions which are not “significant decisions” as defined hereunder;

2) Authority to act on behalf of the Joint Waste Committee in relation to the management and supervision of contracts entered into by the Administering Authority on behalf of the Committee and further,

**RESOLVED that:**

3) Any such authority may be exercised by the Waste Services Manager in the absence of the Head of Service in accordance with any general directions of the Head of Service;

4) Any action taken under these delegated powers shall be in accordance with:
   a) the overall policies approved by the Joint Waste Committee;
   b) the terms of the Inter Authority Agreement and the Constitution of the Committee;
   c) the Standing Orders and Rules of Procedure of Gloucestershire County Council; and,
   d) all appropriate legal provisions.

**The exercise of any delegated power subject to:**

e) Consultation, as appropriate, with the Chairman of the Joint Waste Committee, or the Chairman of any relevant sub-committee of the Committee, (or in their absence the Vice-Chairman of the Joint Waste Committee or of the relevant sub-committee); and,

f) Consultation, as appropriate, with the Committee Members for the Partner Authorities affected prior to the delegated power being exercised, and ensuring that they are advised of any relevant action/outcome,

g) Consultation, as appropriate, with the Section 151 and/or Monitoring Officer of the Administering Authority, (or the equivalent advisor from
such other Partner Authority as appointed by the Joint Waste Committee in accordance with the Inter Authority Agreement),

h) Consultation, as appropriate, with the Corporate Director(s) of the Partner Authorities affected and/or the Administering Authority.

Before exercising any delegated power, the Head of Service or other relevant officer must consider whether the decision to be made is of such a nature that it ought to be referred for decision to the Joint Waste Committee or to the relevant sub-committee.

This delegation shall continue in force until revoked by the Committee.

**Note: Significant Decisions**

A “significant decision” is an executive decision that is likely to;

a) Result in the Joint Waste Committee, and/or a Partner Authority, incurring expenditure which is, or the making of savings which are, significant having regard to the Committee’s or a partner authority’s budget for the service or function to which the decision relates;

b) Be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the Partner Authorities;

c) Significantly affect the service being carried for each of the Partner Authorities; or,

d) Involve a procurement of a service for the Joint Waste Committee

11. **WORK PLAN**

The following items were suggested as possible items to add to the committee work plan:—

1) Press/Publicity Protocol

2) Communications

3) Collection of cardboard and plastics

4) Student waste collections
12. **DATES OF FUTURE MEETINGS**

Following concerns about having to suspend the Gloucestershire Waste Partnership meeting for this meeting to commence, it was suggested that a review of the arrangements for both meetings should be made, with a proposal that the first meeting take place mid morning, followed by a refreshment break and the second meeting later the same day.

The committee agreed that Jo Moore (GCC Democratic Services Unit) should circulate an email inviting representatives from both meetings to state their preferred arrangements. **Action by - Democratic Services**

The following dates were suggested as possible meeting dates for the Joint Waste Committee for the remainder of 2013 and during 2014: -

22 October 2013
19 December 2013
11 February 2014
17 April 2014
10 June 2014

**CHAIRPERSON**

Meeting concluded at 4.10 pm

Minutes by Jo Moore (Democratic Services)